

## NNAMHS Employment

Want to be a part of something purposeful?

Want to grow your career?

Want to work side-by-side with professionals and experts?

Working at Northern Nevada Adult Mental Health Services is something you can take P.R.I.D.E. in!

What is NNAMHS P.R.I.D.E.?

- Professionalism
- Responsibility
- Integrity
- Discipline
- Effectiveness

At NNAMHS, employees have the opportunity to join other experts and professionals in enhancing the quality of life for individuals who are severely mentally ill. With a robust service offering and an intense value in human dignity, NNAMHS is a place where dynamic, successful careers are built. Because we place such great emphasis in innovative care and treatment, this is the premier psychiatric facility to best build a flourishing diverse career. Competencies for success; Professionalism, Responsibility, Integrity, Discipline and Effectiveness mean pride in work for the individuals who are dedicated to the mission of Northern Nevada Adult Mental Health Services.

Along with the opportunity to take the lead in innovative care and treatment for adults with mental illness, working for N.N.A.M.H.S. offers significant advantage. We offer flexible and innovative scheduling in our inpatient facility and outpatient staff members enjoy holidays and weekends off. We offer a very attractive salary and benefit package, Public Employees Retirement Plan, three weeks paid vacation and three weeks paid sick leave per year, paid holidays and no social security tax. Additionally, Nevada offers its workers the advantage of no State tax!

The Benefit of State Employment

State employees can expect to work in an environment where they will be treated fairly in accordance with the law. Performance evaluations are conducted regularly, opportunities for promotion and advancement are available, and various training classes are offered to enhance and supplement skill sets. Professionalism, Responsibility, Integrity, Discipline and Effectiveness are emphasized in the work we do.

Shortly after being hired, new employees participate in a training sessions to orientate them to state employment and their role within their specific department. New employees will serve a probationary period of either six months or one year before achieving permanent status. This probationary period is used to allow new employees to become familiar with the responsibilities and procedures of the position as well as prove their competence and reliability. State employees are eligible to compete in recruitments for promotional openings after six months of continuous service.

#### Leave Benefits

The State of Nevada provides its employees with excellent benefits. State employees receive 11 paid holidays per year. New employees who have worked the equivalent of six months are entitled to seven and a half days of annual (vacation) leave. Annual leave will continue to accrue at a rate of 10 hours per month for the first 10 years of service. Annual leave accrual rates are slightly greater for employees with more than 10 years of continuous service. State employees accrue 10 hours of sick leave per month of full-time service to protect against loss of pay in the event of illness or injury. Part-time employees accrue annual and sick leave hours on a prorated basis of the 10 hours per month credit that full-time employees earn.

**Annual Leave** – New employees working a full-time schedule will earn 10 hours (1¼ working days) of annual (vacation) leave for each month of continuous full-time service. An employee will accrue 7½ working days of annual leave after six months of full-time service and will be eligible to use leave at this time. Part-time employees will earn a prorated amount of annual leave based on full-time equivalent service. After ten years of continuous service, employees earn up to a maximum of 12 hours (1½ working days) of annual leave per month, and, with 15 years of service, up to 14 hours (1¾ working days) per month. If an employee separates from State service and has worked at least six months, they will be paid for any unused annual leave accumulated.

**Sick Leave** – Full-time employees earn 10 hours (1¼ working days) of sick leave for each month of full-time service. Part-time employees earn a prorated amount based on full-time equivalent service. Sick leave can be used as soon as it is accrued.

**Family Illness** – If there is an illness or a medical, optometric or dental service or examination in the immediate family requiring the employee's attendance, they may use accumulated sick leave (not to exceed 120 hours) in any one calendar year. In addition, an employee is not subject to this 120-hour limitation if the leave is approved under the Family and Medical Leave Act.

**Death in the Family** – If a member of an employee's immediate family dies, they may use accumulated sick leave not to exceed 5 working days for each death.

**Sick Leave Payoff** – Upon retirement, voluntary termination, or death while in public employment, an employee or their beneficiaries are entitled to payment for unused sick leave in excess of 30 days up to the maximum designated amounts providing they have at least 10 years of service.

Holidays &mdash; Full-time nonexempt employees may be entitled to eight hours of holiday pay. Full-time nonexempt employees whose day off coincides with a legal holiday, may adjust their work schedule for the week, credit their account with eight hours of compensatory time or be paid for the holiday. Exempt employees receive their regular salary during a week in which a holiday occurs regardless of whether they work or have the day off. The following are legal holidays for State employees:

Date  
Holiday

January 1  
New Year's Day

3rd Monday in January  
Martin Luther King, Jr.'s Birthday

3rd Monday in February  
President's Day

Last Monday in May  
Memorial Day

July 4  
Independence Day

First Monday in September  
Labor Day

Last Friday in October  
Nevada Day

November 11  
Veterans Day

Fourth Thursday in November  
Thanksgiving Day

Fourth Friday in November  
Family Day

December 25  
Christmas Day

**Catastrophic Leave &mdash;** Employees may qualify for catastrophic leave if they or a member of their immediate family are affected by a serious illness or accident which is life-threatening or which requires a lengthy convalescence or there is a death in the immediate family. Employees of the State are permitted to donate up to a maximum of 120 hours of annual leave and sick leave each calendar year. Employees may also donate leave directly to a catastrophic leave account for use by an employee in any branch of State government who is approved to receive such leave.

**Administrative Leave with Pay &mdash;** An appointing authority may grant administrative leave with pay to employees for various reasons including time during an investigation, to donate blood or participate in a health fair.

**Civil Leave With Pay &mdash;** In most cases, if an employee serves on a jury or as a witness in court or at an administrative hearing, they will be given civil leave with pay.

**Military Leave &mdash;** Employees will be given a leave of absence with pay for 15 working days in any one calendar year in order to perform active military duty. If an employee is required to perform active military service during employment with the State of Nevada, they will be granted a leave of absence for the period of military service plus a period up to 90 days. If the gross State pay is more than the gross military pay, employees will be eligible to receive differential pay to supplement military pay.

**Release Time for State Examinations &mdash;** Release time during normal working hours is provided for an employee who has qualified to participate in any examination given by the Department of Personnel provided reasonable notice is given to the employee's immediate supervisor. The formal interview with the hiring State agency is considered part of the examination process.

**Leave of Absence without Pay &mdash;** A leave of absence without pay may be approved for up to year by the appointing authority for any satisfactory reason. The Personnel Commission, upon recommendation of the appointing authority, may grant a leave of absence without pay in excess of one year for purposes deemed beneficial to the public service.

## Health and Welfare Benefits

Coverage for employees and their eligible dependents becomes effective on the first day of the month following or coincident with 90 consecutive days of employment. Employees are required to pay a premium for dependent coverage. The premium is typically deducted from the first paycheck of the month. The health coverage options available for employees and their dependents include the following plans:

- Self-funded Medical Plan (HMO and PPO)
- Wellness Benefit
- Dental Plan
- Vision

Additional benefits available include:

- Basic Life Insurance
- Accidental Death and Dismemberment Insurance
- Short- and Long-term Disability Insurance
- Employee Assistance Program
- Deferred Compensation Opportunities
- Flexible Spending Accounts
- Savings Bond Purchase